



<b>DEPARTMENT OF GENERAL SERVICES</b> <b>RECORDS MANAGEMENT DIVISION</b> <b>RECORDS RETENTION AND DISPOSAL SCHEDULE</b>		<b>Schedule No.</b> C1130 <b>Page</b> 1 <b>of</b> 2
<b>Agency</b> Cecil County Government		<b>Division/Unit</b> Solid Waste
<b>Item No.</b>	<b>Description</b>	<b>Retention</b>
1	<p>This series includes general solid waste records.</p> <p>Changes in records format will not necessarily require revision of the retention schedule. However, should the scope or content of a records series be altered, the schedule may be amended to reflect such changes.</p> <p>Each agency will use all or some of the following records which are governed by the indicated retention period:</p> <p><u>Fuel records</u></p> <p>A. Maryland Department of the Environment (MDE) Records</p> <p>B. Gas – Diesel Charge Back Memos</p> <p>C. Journal entry sheets for gas charges/charge backs</p>	<p>Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for three (3) years, then destroy</p> <p>Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for seven (7) years, and then destroy.</p>
2	<p>Performance Appraisal Form</p>	<p>Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for three (3) years after separation from employment or last benefits check, whichever is later, then destroy.</p>
Schedule Approved by Department, Agency, or Division Representative. Date _____ Signature  _____ Typed Name <u>Scott Mesneak</u> Title <u>IT &amp; Records Retention Director</u>		Schedule Authorized by State Archivist Date <u>7 March 2011</u> Signature  _____

<b>DEPARTMENT OF GENERAL SERVICES</b> <b>RECORDS MANAGEMENT DIVISION</b> <b>RECORDS RETENTION AND DISPOSAL SCHEDULE</b> <b>(Continuation Sheet)</b>		<b>Schedule No.</b> C1130  <b>Page 2 of 2</b>
<b>Agency</b> <b>Cecil County Government</b>		<b>Division/Unit</b> <b>Solid Waste</b>
<b>Item No.</b>	<b>Description</b>	<b>Retention</b>
3	<u>Financial Documents</u> A. Bankwork Excel Sheet  B. Book 2 Boots  C. Petty Cash and Petty Cash Report  D. Voucher approval forms	Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for three (3) years, then destroy  Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for two (2) years, then destroy  Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for five (5) years from close of fiscal year, then destroy  Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for one (1) year , then destroy

<b>INSTRUCTIONS</b> – Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04		<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION</b> 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		<b>ELECTRONIC RECORDS INVENTORY</b>	
				Page <u>1</u> of <u>8</u>	
<b>1 DEPARTMENT/AGENCY</b> Cecil County Government		<b>2 DIVISION</b> Solid Waste		<b>3 UNIT</b> Central Landfill	
<b>DEFINITION – Record Series –</b> A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
<b>4 ELECTRONIC RECORD SERIES TITLE</b> Bankwork Excel Sheet				<b>5 EARLIEST YEAR/LATEST YEAR</b> <u>2008</u> TO <u>2010</u>	
<b>6 INPUT - Identify source of information to be entered</b> Paper			<b>7 OUTPUT - Identify the use/s of information generated by system</b> Electronic Document - IBM Content Manager		
<b>8 ELECTRONIC RECORD SERIES DESCRIPTION -</b> Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Keeping track of money/checks deposited daily from central landfill and transfer stations.					
<b>9 POLICY ON ACCESS AND USE –</b> Explain or attach copy if established in writing. Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.					
<b>10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM</b> Updates are not allowed on the original document; if updates are needed, the document needs to be replaced.					
<b>11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE.</b> Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. Cecil County Government Administration Building Record is available until the disposal date, and then record is purged.					
<b>12 RECOMMENDED RETENTION</b> Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for three (3) years, then destroy					
<b>13 TYPED OR PRINTED NAME OF PREPARER</b> Scott Mesneak		<b>14 TELEPHONE NUMBER</b> 410-996-5205		<b>15 DATE</b> 9/10/2010	
<b>16 TITLE OF PREPARER</b> IT & Records Retention Director					
DGS 550-6					

<b>INSTRUCTIONS</b> – Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04		<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION</b> 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		<b>ELECTRONIC RECORDS INVENTORY</b>	
		Page <u>2</u> of <u>8</u>			
1 DEPARTMENT/AGENCY <b>Cecil County Government</b>		2 DIVISION <b>Solid Waste</b>		3 UNIT <b>Central Landfill</b>	
<b>DEFINITION – Record Series –</b> A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE <b>Book 2 Boots</b>				5 EARLIEST YEAR/LATEST YEAR <u>2009</u> TO <u>2010</u>	
6 INPUT - Identify source of information to be entered <b>Paper</b>			7 OUTPUT - Identify the use/s of information generated by system <b>Electronic Document - IBM Content Manager</b>		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. <b>Tracking Boot purchases</b>					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. <b>Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.</b>					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM <b>Updates are not allowed on the original document; if updates are needed, the document needs to be replaced.</b>					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. <b>Cecil County Government Administration Building Record is available until the disposal date, and then record is purged.</b>					
12 RECOMMENDED RETENTION <b>Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for two (2) years, then destroy</b>					
13 TYPED OR PRINTED NAME OF PREPARER <b>Scott Mesneak</b>		14 TELEPHONE NUMBER <b>410-996-5205</b>		15 DATE <b>9/10/2010</b>	
16 TITLE OF PREPARER <b>IT &amp; Records Retention Director</b>					
DGS 550-6					

<b>INSTRUCTIONS</b> – Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04		<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION</b> 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		<b>ELECTRONIC RECORDS INVENTORY</b>  Page <u>3</u> of <u>8</u>	
<b>1 DEPARTMENT/AGENCY</b> Cecil County Government		<b>2 DIVISION</b> Solid Waste		<b>3 UNIT</b> Central Landfill	
<b>DEFINITION – Record Series –</b> A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
<b>4 ELECTRONIC RECORD SERIES TITLE</b> Gas - Diesel Charge Back Memos				<b>5 EARLIEST YEAR/LATEST YEAR</b> <u>2007</u> TO <u>2010</u>	
<b>6 INPUT –</b> Identify source of information to be entered Paper			<b>7 OUTPUT –</b> Identify the use/s of information generated by system Electronic Document - IBM Content Manager		
<b>8 ELECTRONIC RECORD SERIES DESCRIPTION –</b> Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Fuel charge backs for divisions template.					
<b>9 POLICY ON ACCESS AND USE –</b> Explain or attach copy if established in writing. Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.					
<b>10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM</b> Updates are not allowed on the original document; if updates are needed, the document needs to be replaced.					
<b>11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE.</b> Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. Cecil County Government Administration Building Record is available until the disposal date, and then record is purged.					
<b>12. RECOMMENDED RETENTION</b> Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for three (3) years, then destroy.					
<b>13 TYPED OR PRINTED NAME OF PREPARER</b> Scott Mesneak		<b>14 TELEPHONE NUMBER</b> 410-996-5205		<b>15 DATE</b> 9/10/2010	
<b>16 TITLE OF PREPARER</b> IT & Records Retention Director					
DGS 550-6					

<b>INSTRUCTIONS</b> – Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04		<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION</b> 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		<b>ELECTRONIC RECORDS INVENTORY</b>	
		Page <u>4</u> of <u>8</u>			
<b>1 DEPARTMENT/AGENCY</b> Cecil County Government		<b>2 DIVISION</b> Solid Waste		<b>3 UNIT</b> Central Landfill	
<b>DEFINITION – Record Series –</b> A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
<b>4 ELECTRONIC RECORD SERIES TITLE</b> Journal Entry Sheet for Gas Charges				<b>5 EARLIEST YEAR/LATEST YEAR</b> _____ TO _____	
<b>6 INPUT - Identify source of information to be entered</b> Paper			<b>7 OUTPUT - Identify the use/s of information generated by system</b> Electronic Document - IBM Content Manager		
<b>8 ELECTRONIC RECORD SERIES DESCRIPTION -</b> Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. For fuel charge backs.					
<b>9 POLICY ON ACCESS AND USE –</b> Explain or attach copy if established in writing. Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.					
<b>10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM</b> Updates are not allowed on the original document; if updates are needed, the document needs to be replaced.					
<b>11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE.</b> Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. Cecil County Government Administration Building Record is available until the disposal date, and then record is purged.					
<b>12. RECOMMENDED RETENTION</b> Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for seven (7) years, and then destroy.					
<b>13 TYPED OR PRINTED NAME OF PREPARER</b> Scott Mesneak		<b>14 TELEPHONE NUMBER</b> 410-996-5205		<b>15 DATE</b> 9/10/2010	
<b>16 TITLE OF PREPARER</b> IT & Records Retention Director					
DGS 550-6					

<b>INSTRUCTIONS</b> – Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04		<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION</b> 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		<b>ELECTRONIC RECORDS INVENTORY</b>	
		Page <u>5</u> of <u>8</u>			
<b>1 DEPARTMENT/AGENCY</b> Cecil County Government		<b>2 DIVISION</b> Solid Waste		<b>3 UNIT</b> Central Landfill	
<b>DEFINITION – Record Series –</b> A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
<b>4 ELECTRONIC RECORD SERIES TITLE</b> Maryland Department of the Environment (MDE) Fuel Records				<b>5 EARLIEST YEAR/LATEST YEAR</b> <u>2007</u> TO <u>2010</u>	
<b>6 INPUT – Identify source of information to be entered</b> Paper			<b>7 OUTPUT – Identify the use/s of information generated by system</b> Electronic Document - IBM Content Manager		
<b>8 ELECTRONIC RECORD SERIES DESCRIPTION –</b> Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Records to be kept by Maryland Department of the Environment (MDE).					
<b>9 POLICY ON ACCESS AND USE –</b> Explain or attach copy if established in writing. Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.					
<b>10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM</b> Updates are not allowed on the original document; if updates are needed, the document needs to be replaced.					
<b>11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE.</b> Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. Cecil County Government Administration Building Record is available until the disposal date, and then record is purged.					
<b>12 RECOMMENDED RETENTION</b> Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for three (3) years, then destroy					
<b>13 TYPED OR PRINTED NAME OF PREPARER</b> Scott Mesneak		<b>14 TELEPHONE NUMBER</b> 410-996-5205		<b>15 DATE</b> 9/10/2010	
<b>16 TITLE OF PREPARER</b> IT & Records Retention Director					
DGS 550-6					

<b>INSTRUCTIONS</b> – Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04		<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION</b> 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		<b>ELECTRONIC RECORDS INVENTORY</b>  Page <u>6</u> of <u>8</u>	
1 DEPARTMENT/AGENCY Cecil County Government		2 DIVISION Solid Waste		3 UNIT Central Landfill	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Petty Cash and Petty Cash Report				5 EARLIEST YEAR/LATEST YEAR <u>2008</u> TO <u>2010</u>	
6 INPUT - Identify source of information to be entered Paper			7 OUTPUT - Identify the use/s of information generated by system Electronic Document - IBM Content Manager		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Approved employee reimbursements.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Updates are not allowed on the original document; if updates are needed, the document needs to be replaced.					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. Cecil County Government Administration Building Record is available until the disposal date, and then record is purged.					
12. RECOMMENDED RETENTION Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for five (5) years from close of fiscal year, then destroy					
13 TYPED OR PRINTED NAME OF PREPARER Scott Mesneak		14 TELEPHONE NUMBER 410-996-5205		15 DATE 9/10/2010	
16 TITLE OF PREPARER IT & Records Retention Director					
DGS 550-6					



<b>INSTRUCTIONS</b> – Type or print a separate form for each new/revise electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04		<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION</b> 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		<b>ELECTRONIC RECORDS INVENTORY</b>	
		Page <u>7</u> of <u>8</u>			
1 DEPARTMENT/AGENCY Cecil County Government		2 DIVISION Solid Waste		3 UNIT Central Landfill	
DEFINITION – Record Series – A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Performance Appraisal Form				5 EARLIEST YEAR/LATEST YEAR <u>2006</u> TO <u>2010</u>	
6 INPUT - Identify source of information to be entered Paper			7 OUTPUT - Identify the use/s of information generated by system Electronic Document - IBM Content Manager		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Employee annual evaluation.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Updates are not allowed on the original document; if updates are needed, the document needs to be replaced.					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. Cecil County Government Administration Building Record is available until the disposal date, and then record is purged.					
12. RECOMMENDED RETENTION <small>Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for three (3) years after separation from employment or last benefits check, whichever is later, then destroy.</small>					
13 TYPED OR PRINTED NAME OF PREPARER Scott Mesneak		14 TELEPHONE NUMBER 410-996-5205		15 DATE 9/10/2010	
16 TITLE OF PREPARER IT & Records Retention Director					
DGS 550-6					

<b>INSTRUCTIONS</b> – Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04		<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION</b> 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		<b>ELECTRONIC RECORDS INVENTORY</b>  Page <u>8</u> of <u>8</u>	
1 DEPARTMENT/AGENCY <b>Cecil County Government</b>		2 DIVISION <b>Solid Waste</b>		3 UNIT <b>Central Landfill</b>	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE <b>Voucher Approval Form</b>				5 EARLIEST YEAR/LATEST YEAR <u>2009</u> TO <u>2010</u>	
6 INPUT - Identify source of information to be entered <b>Paper</b>			7 OUTPUT - Identify the use/s of information generated by system <b>Electronic Document - IBM Content Manager</b>		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. <b>Keeping track of purchases, P.O.s, vendor accounts.</b>					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. <b>Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.</b>					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM <b>Updates are not allowed on the original document; if updates are needed, the document needs to be replaced.</b>					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. <b>Cecil County Government Administration Building Record is available until the disposal date, and then record is purged.</b>					
12. RECOMMENDED RETENTION Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for one (1) year, then destroy					
13 TYPED OR PRINTED NAME OF PREPARER <b>Scott Mesneak</b>		14 TELEPHONE NUMBER <b>410-996-5205</b>		15 DATE <b>9/10/2010</b>	
16. TITLE OF PREPARER <b>IT &amp; Records Retention Director</b>					
DGS 550-6					

RECEIVED

NOV 29 2010

MARYLAND STATE ARCHIVES